



San Bernardino County  
Permits Operations/Support Division – Flood Control  
825 East Third Street, Room 108  
San Bernardino, CA 92415-0835  
(909) 387-7995 – Fax 387-1858



## PERMIT APPLICATION CHECKLIST

Each permit application must contain the following minimum items, and, depending on the specific nature of the permit request, may also need to include additional information to meet District requirements for review:

- A Flood Control Permit Application signed by the Applicant (Engineer or preparer of permit submittal) which clearly specifies the Permittee's (the person or agency responsible for ensuring that all permit provisions or requirements stipulated by the District for activity within District right-of-way are properly adhered to) name, address, telephone number, and contact person.
- One copy of the Best Management Practices (BMP) Acknowledgement form, signed by the Permittee.
- One CD containing all relevant information (i.e. plans, hydrology, hydraulics, structural calculations, environmental documentation, etc.)
- Seven sets of plans for proposed improvements located within District right-of-way only, signed by a registered civil engineer. (Unless Army Corps of Engineers built facility; then see next bullet.)
- Ten sets of plans for proposed improvements located within District right-of-way, that are within R/W of facilities constructed by the Army Corps of Engineers, signed by a registered civil engineer. Additional information, such as geotechnical reports and structural reports assessing the impact of loading on the channel walls are also required. This information is used for a 408 permit submittal to ACOE (Army Corps of Engineers).
- **FOR ALL PLANS PROVIDED, ONLY INCLUDE PLAN SHEETS WHICH INDICATE WORK WITHIN DISTRICT RIGHT-OF-WAY. DO NOT INCLUDE PLAN SETS SUCH AS STREET LIGHTING, ELECTRICAL OR STRIPING PLANS. PLAN SETS SUBMITTED WHICH INCLUDE EXTRANEIOUS SHEETS NOT IMPACTING DISTRICT RIGHT-OF-WAY MAY RESULT IN ALL SUBMITTED PLAN SETS BEING RETURNED WITHOUT REVIEW.**
- Please do not include fees with initial submittal. A letter will be provided by the District upon receipt of a permit application, requesting appropriate fees in accordance with the current Fee Schedule. All submitted checks must contain the assigned permit number for your project. **Cities, State, public agencies and non-profit organizations/agencies are exempt from filing fees for new permits, but still must pay review and inspection fees. Additionally, State agencies are exempt from review and inspection fees.**
- Two copies of environmental documents and permits related to the project. **IF NO PERMITS ARE REQUIRED, THE DISTRICT MUST BE PROVIDED WITH LETTERS OR E-MAIL VERIFICATION FROM THE REGULATORY AGENCIES STATING THAT NO PERMITS ARE REQUIRED.**
- One copy of the Construction General Permit SWPPP and State Water Resources Control Board-issued WDID, or an Erosion and Sediment Control Plan, as applicable; and the County of San Bernardino (or appropriate municipality) approved Water Quality Management Plan for the related Project.
- One signed copy of the completed Best Management Practices Attachment and Acknowledgement (including Table 1). **The DISTRICT will not issue a Permit without this information being provided.**
- Applications that involve storm drain connections or channel improvements must be accompanied by **three** hard copy sets and **one** electronic copy of hydrology and hydraulic calculations; **input file listings MUST accompany the hydraulic calculations.**
- **Note:** Prior to beginning any permit activities within District right-of-way, a certificate of insurance will be required covering the agency (Permittee and/or contractor) that will be performing the permitted activities. The insurance certificate must meet minimum District requirements, and list both San Bernardino County and San Bernardino County Flood Control District as additionally insured.
- **FAILURE TO PROVIDE ALL NECESSARY INFORMATION MAY RESULT IN DELAY OF THE DISTRICT'S REVIEW**

**All submitted plans must contain the following as applicable:**

1. **Digital Submittal** Any connection to a Flood Control District facility shall require a CADD or GIS file of the location latitude/longitude at the connection. Additionally, when a Flood Control facility meets qualifications as a Regional facility or if the Flood Control District will assume any type of maintenance or rights-of-way over the facility, a CADD or GIS file showing the basin footprint and/or channel alignment with a minimum of 1 meter accuracy in NAD 1983 State Plane California V FIPS 0405 coordinates shall be submitted. Any basin, channel, or connection alignment/locations shall reflect the actual location in said real world coordinates. Acceptable file formats are as follows: .dgn, .dwg, .dxf, .pro, GIS .shp, or GIS .mdb.
2. **Best Management Practices (BMP) Acknowledgement Form** A copy of this form shall be signed by the Permittee or Permittee's Authorized Agent, and submitted to the District prior to permit issuance. The BMP Attachment can be found in the Flood Control District's Permit Application Package, and shall be included as an exhibit in all permits issued by the District.
3. **Structural Integrity** The District does not review the structural integrity of bridges crossing District right-of-way. It shall be the responsibility of the engineer of record to ensure the structural integrity of proposed bridge crossings.
4. **Title Block/Stationing** Description/type of work, **District stationing** and location of the project. Corps' stationing must be shown for projects impacting a U.S. Army Corps of Engineers' facility.
5. **Vicinity Map** Show the approximate location of the proposed project in relation to major streets and flood control facilities
6. **Streets** All street names must be labeled on all applicable plan sheets.
7. **Right-of-Way** All right-of-way (District, City, Street, Caltrans, etc.) must be clearly shown and labeled on each applicable sheet of the plans with dimensions. **Include a typical section.** Acceptable manner of indicating District right-of-way is SBCFCD R/W or similar. Using a designation such as "R/W" is not acceptable.
8. **Typical Cross Section** Show all existing and proposed improvements as they relate to the District's right-of-way.
9. **Facility Name** All District facilities must be clearly and correctly labeled on the plans. "Flood Control Channel" or similar designation is not acceptable.
10. **North Arrow** Indicate the direction of true north relative to the project site on plan drawings.
11. **Scale** Horizontal and vertical scales must be used on each sheet submitted for review. Use a scale that most accurately reflects the scope of the work that is being proposed.
12. **Benchmark** The control elevation for the project should be shown on the plans.
13. **Notes** General and construction notes must be shown on each plan sheet where applicable. Notes shall be clear, concise, legible and related to the proposed project.

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| 14. <b>Invert</b>                 | The invert elevation of all District facilities and the proposed inlet shall be shown on the plans.  |
| 15. <b>Removal</b>                | The removal or break out limits of an existing facility must be shown on the plans with dimensions.  |
| 16. <b>Match Line</b>             | When a submittal includes multiple sheets within District right-of-way, each sheet shall have a match line to indicate how each sheet relates to one another.  |
| 17. <b>Non-District Standards</b> | Any proposed non-District standard referenced on the plans and/or notes shall be shown on the plans and are subject to District approval.  |
| 18. <b>USA</b>                    | Underground Service Alert note or similar must be shown on the plans.  |
| 19. <b>Legend</b>                 | Description of all symbols and abbreviations used on the plans. Include legend <u>on all applicable</u> plan sheets.   |
| 20. <b>Contact Personnel</b>      | A list of relevant emergency personnel involved in the proposed project. Include name, title and telephone numbers of relevant parties on the Title Sheet.   |
| 21. <b>Revision Block</b>         | Revision block must be placed on all plan sheets.  |
| 22. <b>Plans/Profiles</b>         | Show elevations, grades, slopes, length, types and sizes of all proposed facilities and the existing and proposed finished grades.   |
| 23. <b>Drivable Widths</b>        | <p>All access routes within District right-of-way shall be constructed in such a manner as to allow unimpeded access to all District maintenance equipment, which includes 18-wheel vehicles. All drivable widths shall be a minimum of 20-feet wide, and shall have the following additional requirements:</p> <ul style="list-style-type: none"><li>• All turns must be constructed with a minimum outside radius of 60-feet, and a maximum outside radius of 25-feet.</li><li>• Hammerhead turnarounds shall be minimum 90-feet by 55-feet. Inside corners shall have a minimum radius of 35-feet.</li><li>• Turnaround areas shall have a minimum radius of 50-feet.</li></ul> |
| 24. <b>Gate Setbacks</b>          | All District access gates shall be set back a minimum of 30-feet from curb face to allow for vehicular access.   |
| 25. <b>Channel Construction</b>   | Drainage facilities that are designed utilizing Los Angeles County Flood Control District structural, hydraulic and design criteria shall be acceptable to the District. Please contact the District prior to utilizing design criteria from other agencies.   |
| 26. <b>Underground Utilities</b>  | All underground utility crossings of District facilities shall be encased. Acceptable methods of encasement include steel or concrete. A minimum clearance of 5-feet must be shown between bottom of channel invert and top of casing. Plans must show all proposed and existing utilities within the District's right-of-way that will be affected by the proposed project. Trenching details must be shown on the plans indicating method of support of the District's facility, along with supporting structural calculations.  |
| 27. <b>Overhead Utilities</b>     | A minimum of 35-feet of line clearance shall be maintained by all electrical lines   |

over District right-of-way. A minimum of 25-feet of line clearance shall be maintained by other non-electrical overhead lines over District right-of-way. This shall include new installations of aerial crossings and utility poles as well as aerial installations attached to existing poles. The installation of guy wires within District right-of-way is not allowed.

**28. Parallel Utilities**

Shall be located as close to the District's right-of-way boundaries as possible. A lease agreement or easement shall also be required to be executed **PRIOR** to permit issuance allowing a parallel utility within District right-of-way. Utilities shall have a minimum of 3-feet of cover within District right-of-way.

**29. Manholes**

Any manhole within District right-of-way shall be shown on the plans with depth, station and rim elevation indicated. The District's minimum manhole cover shall be 36-inches in diameter. All manholes not located within asphalt or concrete must include a manhole apron in accordance with District Standard D260. Under no circumstances shall any manhole within District right-of-way extend above finish grade.

**30. Side Drains**

All side drain connections to District facilities shall be reinforced concrete pipe (RCP), and shall be sized to adequately convey flows from a 100-year storm event. The size, type and loading must be labeled on the plans. The minimum allowable RCP connection size is 24-inches, with a 1350 D-load. RCP not meeting either minimum criteria shall be rejected.

**31. Concrete**

All structural concrete shall be 660-A-4000 in all inverts and 660-B-4000 for all walls, including wingwalls and headwalls. All concrete shall conform to Section 201-1 of the Standard Specification for Public Works Construction, latest edition, unless otherwise specified. Concrete for rock structures, bottom controls, and splash pads shall be 560-B or C-3250.

**32. Reinforcing Steel**

All reinforcing steel shall conform to the requirements of ASTM A-615 and shall be Grade 60.

**33. Angle of Entry**

The inlet angle to any District facility shall be shown on the plans. The following angles of confluence are recommended:

**Super Critical Flows**

24" - 33"	90 ° max
36" – 57"	45 ° max
60" and over	30 ° max

**Sub-Critical Flows**

Up to 36"	90 ° max
36" – 57"	45 ° max
60" and over	30 ° max

**34. HGL**

Existing and proposed Hydraulic Grade Lines must be plotted on all plans involving storm drain connections or basin/channel improvements. Indicate  $Q_{100}$  and  $V_{100}$  in the profile view.

**35. Resubmittals**

All resubmitted plans must be accompanied by a cover letter that addresses the District's previous comments. Resubmittals without a cover letter addressing previous comments will be returned without review.